

APS Excel Spreadsheet Directions

- Please download the spreadsheets and save them to your computer.
- Only type the necessary data into the empty cells.
- If more space is needed you can unhide hidden cells. To do this look at the numbered right hand column you will notice on the spreadsheets that there is a large jump in the numbers on this column. The jump starts at number 32 for the EIS spreadsheets and at number 28 for the EA spreadsheets. Highlight either the 32 or 28 and the number that follows it. Then right click on your mouse and select unhide to reveal the hidden cells. To hide the rest of the unused cells simply reverse what you did to unhide them. Select all the cells you wish to hide by highlighting them, right click and select hide. Then all the unused cells will again be hidden.
- As you enter in the various costs of the EISs and EAs the spreadsheets will calculate the total cost for you. So nothing needs to be done to that cell.